

## **Team Contract**

### **Section 1: Team name and Mission**

Team Name: Silent Nightmare

Mission Statement:

To design a quieter muffler than stock while keeping the same or better efficiency and power.

### **Section 2: Membership**

Team members:

- Adam Sedgwick
- Aaron Eliason
- Mark Woodland
- Marcelino Arteaga

Consultant/Mentors:

- Dr. Dan Cordon
- Dillon Savage
- Jason Maas

### **Section 3: Roles and Responsibilities**

In charge of Budget: Mark Woodland

Primary Client Contact: Adam Sedgwick

Organize Team Meetings: Marcelino Arteaga

Team Documentation: Aaron Eliason

Sponsor Relationship: Mark Woodland/Aaron Eliason

### **Section 4: Team Relationship**

Members will:

- Make it to team meetings/ report to another team member when unable to attend
- Come to meetings prepared with questions and something to report
- Equal Contribution
- Communicate well with each other and with stakeholders/sponsors
- Complete personal responsibilities and tasks

Members will not:

- Do actions that harm the team
- Will not act alone without consent of the team (renegade)

### **Section 5: Joint Work/ Team Meetings**

Members will:

- Put forth adequate effort in team/personal work that relate to the team
- Follow ghannt chart as best as possible

Where and when will the team meet?

- Then team will meet every Monday at 9:30 a.m. in the Mindworks room (GJ)

What components are required in team meeting agendas?

- Questions/updates on projects
- Updated gantt chart
- Assign tasks

How will meeting minutes be taken/circulated?

- Team members will alternate taking meeting minutes.
- Taken on a laptop/computer.
- Reflected in updated gantt chart.

### **Section 6: Individual Work**

Assignments be made: Through a volunteer process

Quality expectations established and verified: Team/ client standards. Peer review/testing

Due dates established and verified: Gantt chart and agenda

Status of work in progress: Gantt chart and team meetings

### **Section 7: Documentation and Communication**

Individual documentation:

- Every member will keep updated logbooks and updated work on shared drive. Keep or take any documents home that are not sponsor sensitive.

Team documentation that will be kept:

- All relative information will be kept in the team project portfolio.
- This includes information on personal projects that will be used to advance the overall project and other relative work.

How will team communicate with each other and with the client?:

- Through text/ email.

### **Section 8: Conflict Resolution**

Process of addressing conflict:

- Good communication
- Paintballing
- Condescending tones

Team dynamics be communicated to instructor/mentors:

- Personal meeting or group discussion

### **Section 9: Amendments**

This will be kept in the S-Drive and Project portfolio

This contract will be reviewed on the first, middle, and last meeting.

This contract can be amended through team consensus as needed. As part of a team meeting.

**Section 10: Affirmation of Compliance**

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

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Name	Signature	Date
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